



**DEPARTMENT OF PLANNING & COMMUNITY  
DEVELOPMENT**

810 Union Street  
Room 508  
Norfolk, VA 23510  
(757) 664-4752  
(757) 441-1569 (FAX)  
[www.norfolk.gov/planning](http://www.norfolk.gov/planning)

**PEDESTRIAN COMMERCIAL OVERLAY DEVELOPMENT  
CERTIFICATE APPLICATION**



## Application Procedures

1. **A pre-application conference is required.** To arrange for an appointment, please call (757) 664-4752.
2. Submit completed application with all required attachments including:
  - Check for required application fee made payable to Treasurer, City of Norfolk (see [fee schedule](#)).
  - **If waivers are requested**, additional analysis will be needed; see [fee schedule](#).
  - Description and details of proposal.
  - Floor plan prepared by registered design professional
    - Must be approved by Bureau of Building Safety prior to processing application
  - Survey
  - Conceptual Site Plan (may be necessary if any site improvements are proposed or required)
6. Planning staff will review application to determine completeness.
4. Applicant to contact appropriate Civic League prior to meeting. Applicant should provide written documentation to Planning staff of the outcome of that meeting/discussion prior to the meeting.
5. Applicant must attend meeting:
  - ▶ Where: City Hall Building  
10th Floor, Conference Room
  - ▶ Time: 1:00 p.m.
6. During the Commission's meeting:
  - ▶ Staff will present application and recommendation
  - ▶ Applicant/representative may make a presentation
7. The Planning Commission will make a recommendation on the application at their meeting which will be forwarded to City Council.
8. Applicant may contact staff 2 weeks after the meeting to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).

## PEDESTRIAN COMMERCIAL OVERLAY DEVELOPMENT CERTIFICATE APPLICATION

### DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT ZONING SERVICES

5TH FLOOR

(757) 664-4752 / (757) 441-1569 (FAX)



**APPLICATION**  
**Pedestrian Commercial Overlay Development Certificate**

Date of application: \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

Proposed Location of Property: Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Current Building Square Footage \_\_\_\_\_

Proposed Use \_\_\_\_\_

Trade Name of Business (If applicable) \_\_\_\_\_

**APPLICANT/ PROPERTY OWNER**

1. Name of applicant: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

E-mail address of applicant: \_\_\_\_\_

2. Name of property owner: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of property owner (Street/P.O. box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of owner (    ) \_\_\_\_\_ Fax number (    ) \_\_\_\_\_

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(Revised July, 2013)

**CIVIC LEAGUE INFORMATION**

Civic League contact: \_\_\_\_\_

Date(s) contacted: \_\_\_\_\_

Ward/Super Ward Information: \_\_\_\_\_

**CRITERIA FOR REVIEW**

Please provide the following information:

- (a) Use characteristics of the proposed development, including the types of ground-floor active uses and activity continuity along the street front.

\_\_\_\_\_  
\_\_\_\_\_

- (b) Location and adequacy of off-street parking and loading provisions, including desirability of bicycle parking.

\_\_\_\_\_  
\_\_\_\_\_

- (c) Architectural relationships, both formal and functional, of the proposed development of both surrounding buildings and the public right-of-way, including siting, massing, proportion, and scale.

\_\_\_\_\_  
\_\_\_\_\_

- (d) Suitability of signs, landscape, lighting, and other site or building features in relations to the existing or planned public improvements in the district.

\_\_\_\_\_  
\_\_\_\_\_

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**REQUIRED ATTACHMENTS**

- Check for **\$5** made payable to Treasurer, City of Norfolk,
- **If waivers are requested**, additional analysis will be needed; which will require an additional fee of **\$100**.
- Description and details of proposal.
- Two 8½ x 14 inch copies of a survey or site plan drawn to scale showing:
  - Existing and proposed building structures
  - Driveways
  - Parking
  - Landscaping
  - Physical and architectural relationships to surrounding development
  - Location, access, and egress, and site design of parking serving the principal use(s)
  - Pedestrian circulation on and near the site, including pedestrian connections between the designated parking and principal use(s)
  - Location and character and continuity of any open space and landscaping on the site.
  - Location and dimensions of onsite signage
  - Please provide the names and addresses of all professional consultants advising the applicant in the proposed development

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**CERTIFICATION:**

**I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:**

**Print name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Property Owner or Authorized Agent Signature) (Date)

**Print name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Applicant or Authorized Agent Signature) (Date)

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